



## Certification/Endorsement Support Documents for Educators

### Requirements for the Superintendent Certificate (010)

Please see below for the requirements to qualify for both a conditional and/or professional certificate. Please note that the endorsement code is 010, which will be used throughout the application process. If you believe you qualify for either a conditional or professional certificate, please submit an initial application through our online MEIS system.

This certificate allows the holder to serve as superintendent, assistant superintendent, principal, assistant principal, career and technical education administrator, assistant career and technical education administrator, teaching principal, or curriculum coordinator.

Three-year conditional certificate requirements include:

- (1) all of Section A;
- (2) at least five areas, including areas 1 and 2, in Section C Part I, **OR** Section C Part II;
- (3) submission of mentorship plan that must be supervised by an employed Maine superintendent (See Section D3)

Five-year professional certificate requirements include:

- (1) all of Section A
- (2) all of Section B
- (3) section C Part I **OR** Part II
- (4) all of Section D
- (5) all of Section E

<b>NOTE: The number in ( ) indicates the number of semester hours required</b>
<b>Section A:</b>
1. Bachelor's degree conferred
2. Three years of satisfactory public or private teaching experience
3. Three years of satisfactory administrative experience
4. Master's degree from an accredited institution
5. Background check approval (CHRC) – based on fingerprints
<b>SECTION B:</b>
1. Federal and Maine Civil Rights and Education Law (3)
2. Special Education Law (3)
<b>SECTION C: Part I</b>
1. School Finance and Budget

2. Supervision and Evaluation of Personnel
3. Organizational Theory and Planning
4. Community Relations
5. Educational Leadership
6. Instruction Leadership
7. Curriculum Development
8. Cultural Differences
9. Ethical Decision Making
<b>SECTION C: Part II</b>
School Superintendent Assessment test code #6691 Passing Score: 162
<b>SECTION D: Approved Internship (Choose one of the following)</b>
1. Completion of a graduate level state-approved superintendent's internship program (minimum fifteen weeks)
2. Completion of one school year employed as a Maine certified Assistant Superintendent or certified out-of-state Superintendent
3. Submission of a mentorship plan approved by the Maine Certification Office
<b>SECTION E:</b>
Teaching Exceptional Students in the Regular Classroom (3)

Helpful Tips:

- For fingerprint information please visit: <https://www.maine.gov/doe/cert/fingerprinting>
- To register for a PRAXIS exam please visit [www.ets.org/praxis/me/requirements](http://www.ets.org/praxis/me/requirements).
- Qualified courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. To get pre-approval for a course to fulfill a requirement, please email title of course and course description to [cert.doe@maine.gov](mailto:cert.doe@maine.gov)